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ABSTRACT

This workbook, intended for students who are in work-experience programs, or who have had work experience, contains career assessment activities which students can use to examine their preferences, aptitudes, and value system and compare them with current and past work experiences. The objective of this self-administered, self-instructional document is to help students better understand themselves and the world of work, and begin to see points of similarity and conflict between their self-perceived strengths and weaknesses and the demand of jobs and careers. The booklet contains three exercises, two of which can be repeated. The first exercise leads the student to examine his/her own preferences, aptitudes, or values--along particular dimensions independent of the student's current job placement or work history. Subsequent exercises encourage the student to rate current or past jobs along the same dimensions, compare the two ratings, and enter the comparisons on a summary sheet. The dimensions included in the 200 questions which make up the basic exercises are personal values, job characteristics, job requirements, personal strengths and weaknesses, tolerance for various physical and other occupational circumstances, and reactions to attitudes of others. Detailed explanations for use of this guide are included. (KC)

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ED197105

TEACHER/COUNSELOR EDITION

ACTIVITIES IN CAREER AND SELF ASSESSMENT FOR STUDENTS WITH WORK EXPERIENCE

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TO THE TEACHER/COUNSELOR

These Career Assessment Activities, together with the Summary Sheet which the student will produce, provide a self-contained, self-administering process for students to examine their preferences, aptitudes, and value system and compare these with current and past work experiences. It is intended for students who are in current work-experience programs or who have had recent actual work experiences.

It is intended to help students better understand themselves and the world of work, and begin to see points of similarity and conflict between their self-perceived strengths and weaknesses and the demands of jobs and careers. In the process, although it is written as a mostly self-administered and self-instructional document, it can serve instructor interaction with either individual or groups of students.

It is not a substitute for standard interest surveys, aptitude tests, vocational instruction, or professional counseling. It is, rather, intended as a guide for self-directed and collaborative career planning, to be used with actual on-the-job experiences and in interaction with teachers and/or counselors. Thus, it is seen as a resource--a tool of enhancing current programs or providing a base for local program development.

The booklet contains three exercises, two of which (related to individual jobs or work situations) can be repeated as appropriate.

The first exercise leads the student to examine her/his own preferences, aptitudes, or values--along particular dimensions independent of the student's current job placement or work history. Subsequent exercises encourage the student to rate current or past jobs along the same dimensions, compare the two ratings, and enter the comparisons on a summary sheet. There is material in the Appendix for a second set of comparisons, enabling the material to be updated over time if desired.

The dimensions included in the 200 questions which make up the basic exercises are personal values, job characteristics, job requirements, personal strengths and weaknesses, tolerance for various physical and other occupational circumstances, and reactions to attitudes of others.

Possible uses of the guide vary with the nature of current programs, student needs, and teacher/counselor ingenuity. Some suggested uses, for teachers of work study, co-op, internship or similar programs are: (1) as a culminating activity at the end of a semester or end of a year (the entire guide as a single activity), (2) activities broken out as weekly assignments during the semester, or (3) the personal responses (Exercise 1) performed at the beginning of the semester, with comparative activities as assignments during the work experience phase. While the material is written for individual student use, the topics can easily be used as bases for group discussion or other class activity. Counselors, particularly in schools without experience-based programs such as those listed above, might use the guide for individual or group occupational or vocational counseling. The

completed summary sheet should provide a wealth of information for either the professional teacher or counselor in enhancing interaction with students.

The chart on the following page lists the 24 values and the 11 other dimensions covered by the 200 questions in each exercise, together with related question numbers. As you will recognize, this information can be used to check the care with which questions are answered, consistency of student responses across related questions, as discussion topics in group or individual settings, and as a counseling tool after the exercises are completed.

You may want to use the booklet in total, as printed, or possibly separate the exercises for targeted use with certain students or at certain times.

Detailed suggestions for the use of the guide by students--and for each individual activity and exercise--are contained in the student preface which follows and in the text. Please read the entire guide carefully, in order to determine its best use in your school situation.

CHART OF DIMENSIONS WITH RELATED QUESTIONS

Category		Question #'s
Personal Values	Economic Rewards	1, 31, 51, 101, 151
	Economic Security	2, 32, 52, 102, 152
	Personal Security	3, 33, 53, 103, 153
	Absence of Risk	4, 34, 54, 104, 154
	Physical Surroundings	5, 35, 55, 105, 155
	Physical Facilities	6, 56, 106, 156, 190
	Involvement with People	7, 57, 107, 97, 157
	Emotional Climate	8, 58, 98, 108, 158
	Interpersonal Relations with Associates	9, 59, 109, 159, 189
	Helping People	10, 60, 110, 160, 180
	Leadership	11, 41, 81, 141, 191
	Individual Responsibility	12, 42, 82, 142, 192
	Recognition	13, 43, 83, 143, 193
	Status or Prestige	14, 44, 84, 144, 194
	Variety	15, 45, 85, 145, 195
	Independence	16, 46, 86, 146, 196
	Advancement	17, 47, 87, 147, 197
	Creativity	19, 49, 89, 149, 199
	Intellectual Stimulation	20, 50, 90, 150, 200
	Sense of Justice	21, 61, 91, 161, 181
	Honesty	22, 62, 92, 162, 182
	Appreciation of Beauty	23, 63, 93, 163, 183
	Need to Live to Capacity	24, 64, 94, 164, 184
Preferences for Ideas, People or Things		25, 65, 95
Preferences for Inside or Outside Work		40, 80, 120
Tolerance for Temperature and Changes		70, 100, 130
Noise Tolerance		75, 115, 135
Hazards		30, 140
Tolerance for Air Quality		71, 111, 131
Relationship to Preferred School Subjects		28, 38, 68, 78, 118, 128, 138, 168, 178
Job Characteristics		26, 36, 66, 76, 96, 116, 126, 136, 166, 176, 186
Personal Strengths and Weaknesses		29, 39, 69, 79, 99, 119, 129, 139, 169, 179
Reaction to Attitudes of Other Workers		72, 112, 121, 122, 123, 124, 125, 132, 165, 170, 171, 172, 175, 185, 188
Job Requirements		73, 113, 133, 173, 74, 114, 134, 174

PREFACE--TO THE STUDENT

Introduction

Think about the following questions:

- What is a career?
- When should I decide upon a career?
- Why should I concern myself with career planning?
- Where can I get knowledge about possible careers?

Since all of these questions are very important, let us look at each of them separately.

What Is a Career?

Your career will include much more than just your job. Your career covers your past experiences, your present efforts (both vocational and recreational), and your future plans and expectations. Your career will be your "mark" on your family, your community, and on society.

When Should I Decide Upon a Career?

You will be making career decisions all your life. Career planning is a life-long process. For now, you should concentrate on such questions as: 1) What sort of job should I select to enter the world of work?; 2) What skills and/or training do I need to get that job?; and 3) How will this job fit into my overall career plans?

Why Should I Concern Myself With Career Planning?

Whether you plan for it or not, you will have a career. If you resort to an unplanned career, you may or may not find yourself in satisfying work situations. By making career plans, you are improving your chances of getting what you want from life.

Where Can I Get Knowledge About Possible Careers?

One of the main goals of this booklet is to help you begin to become more knowledgeable about the world of work. As you narrow your choice of careers and make tentative choices, you will need to gather specific information about those choices. One very important way of becoming more knowledgeable about occupations is by using the activities in this booklet to gather more information.

Another very important way to gather career information is to utilize some of the authoritative and appropriate materials that you should be able to obtain through your counselor or your library, including such standard references as the Occupational Outlook Handbook (OOH) and the Dictionary of Occupational Titles (DOT).

You and Your Career

What makes YOU? How have the last 16-18 years produced the person who stares back at you from the mirror? That kind of question is not answered in one school year. It is the question of a lifetime--continually asked but never totally answered.

If you really think about it, you have been evaluating career options all your life. Even as a youngster, you thought about careers. You thought mostly of what you would like to BE when you grew up. More recently, you thought of what you would like to BECOME--of several jobs or occupations you would like to have when you grew up. In the last three or four years, you have begun to think of the kind of WORK you might want to DO. However, you probably made these decisions with very little information about or understanding of what really working on a job like that would be or how you would go about getting such a job.

As a youngster, your knowledge (information) about careers was limited to what you picked up from parents, relatives, neighbors, T.V., and personal observation of service workers who come to fix things. More recently, you have noticed that the world is changing a great deal. A girl can become a coal miner, medical doctor or telephone "lineman"; a boy can be a nurse, a clerk typist or nursery school teacher. As you have grown older, you have begun to put some of it together.

How can you find some of the answers to questions relating to what career(s) you might wish to pursue?--by adopting a strategy for looking at careers and comparing different career areas. You must collect information about yourself and the job--information required for a reality-based (as opposed to a fantasy-based) decision.

By learning a consistent decision-making strategy, you can eventually make some realistic decisions about careers. Satisfying careers come about from a series of decisions you make throughout your lifetime about jobs you will pursue. This booklet will help you do that, if you follow a few simple steps:

1) Look At Yourself First. People on the fantasy level look at careers with their imagination, hopes and wishes rather than with their intellect, memory and their analytic skills. To get beyond fantasy, you must consider personal factors and ask yourself: What are my basic interests? What do I consider myself to be good at? What are my personal aptitudes? What is my physical condition? What sorts of work conditions and situations do I best tolerate? What occupations am I suited for in terms of my personality or temperament?

2) Expand Your Career Outlook. How many different careers do you really know anything about? If you are like the average high school student, the answer is probably not many. You have spent most of your time in a classroom, learning the skills you need just to function in school. While you may not know much about careers, you do know quite a bit about yourself. By comparing your personal characteristics with the requirements of various occupations, you can explore careers for which you are potentially suited, but which you may have never considered.

Using the Exercises in This Booklet

This preface is written first of all for you students who will be using this booklet; it is also written for your teachers and counselors who will be helping you over the rough spots on the road to career development. However, you and they must realize that you can't plan your entire life by just working through these exercises. Objective tests, interviews, counseling, and up-to-date occupational information are also needed for career planning.

This is neither an objective test nor a totally self-directed workbook. It is not a substitute for many years of carefully evaluated school and work experiences, for group and individual guidance provided by professional counselors, nor for values clarification group sessions with a sensitive teacher.

It should, however, help in self-directed and collaborative career planning, when used with actual on-the-job experiences and in interaction with teachers and/or counselors. It has been specially constructed to enable high school students with job experiences to explore the real occupational world and make meaningful vocational plans. It is intended to help you better understand yourself and the world of work, and then begin to see the points of both similarity and conflict between your own strengths and weaknesses and the demands of jobs and careers.

There are three basic types of activities in this booklet. The first two ask you to respond to 200 questions which were taken from activities included in a very successful experience-based education program. In the first exercise, you deal only with your own preferences, without thinking about any specific job. In the second type of exercise (forms are provided to allow you to do this one twice if you can and want to) you are asked to apply these same questions, in a slightly different way, to a specific job which you have held or which you know a lot about. Some of the questions are designed to help you determine how your expressed interests and aptitudes compare with the required interests and aptitudes in the different work situations you have explored or may explore in the future. They will help you define your personal traits so that you can examine the extent to which you are able or willing to adjust to different kinds of work situations. You should not only gain insights into yourself, but also determine the types of work situations and occupations in which you are likely to be most successful and satisfied. Other questions will help you discover some of your

life and work values, which ones are most important to you, and what this can mean in terms of finding more satisfying work, school, or avocational situations throughout your life. These will not only help you determine what values are important to you as you plan your career, but will also suggest the role values might play in job satisfaction.

In the third activity, you will match your answers to the first two and prepare a summary sheet which your teacher or counselor will help you to interpret. This third activity should help you summarize what you have found out about yourself and various work situations, give you a career planning and decision-making model to use over and over again the rest of your life, and also serve as the starting point for your future career planning and decision-making--by helping you define what your interests, aptitudes, and values are and how they relate to work in which you are most likely to be successful and satisfied.

The questions in each of the activities may be answered independently or in groups, all at once or a few at a time, or used as discussion topics as part of class activity. Your teacher or counselor will decide on how best to use them.

EXERCISE I: SELF ASSESSMENT

In this exercise, you will ask yourself just about every question which can be asked about a job and how you feel about it. You will explore your values, your aptitudes, job conditions and requirements, and what different jobs or careers may have to offer you.

You will answer the questions by placing a number on the line at the right of each question, according to the following scale, depending on how you feel about the item:

1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want this very much.)
3. DON'T KNOW (Or don't care whether this is present.)
4. UNDESIRABLE (I wouldn't want this in a job.)
5. UNACCEPTABLE (I wouldn't take a job which has this.)

Therefore, if an item sounds like something you would like in a job, you then have to decide how important it is, and then answer with a "1" or a "2." If an item sounds like something you would not like, you again must decide on its importance and then answer with a "4" or a "5." If you don't understand the question, don't know whether you would like it or not, or just don't care one way or the other about it, answer with a "3." The scale is repeated on each page of questions.

Your teacher or counselor will tell you when to start this exercise, and will give you additional instructions.

SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

1. allows you to earn a commission or a bonus in addition to a basic salary? _____

2. assures you a job even if times get bad? _____

3. promises you fair treatment and planned promotions? _____

4. involves little competition from other employees for salary raises and job advancement? _____

5. is located in very clean surroundings? _____

6. is performed in air-conditioned and/or heated surroundings? _____

7. involves entertaining others? _____

8. is performed with relatively little pressure or few hassles? _____

9. requires you to mingle socially with co-workers sometimes (after working hours)? _____

10. makes it possible for you to contribute to the economic welfare of others or do things for others? _____

SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

11. requires you to supervise the activities of others? _____

12. requires you to set and meet specific deadlines for your own work? _____

13. allows you to label your products or to claim authorship for your work? _____

14. is considered to be a "very important job" by most people? _____

15. involves your reporting to different supervisors? _____

16. lets you come and go as you please, as long as you finish your work? _____

17. fills "higher" positions with the employees from inside the organization or business? _____

18. gives you the feeling of a job well done? _____

19. allows you to invent or make original items or new products? _____

20. challenges you to use all of your intellectual skills? _____

SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

21. treats employees fairly and equally rewards or punishes on the basis of work done, not on the basis of the employee's personality? _____

22. puts a premium on working directly, openly, and honestly with co-workers, managers, and the public? _____

23. requires an appreciation for order, design, and harmony? _____

24. allows you to develop your personality and talents fully through the kind of work you do? _____

25. requires you to put together or keep track of information? _____

26. primarily requires physical ability in working with things or objects? _____

27. involves frequent changes in duties or tasks? _____

28. requires good use of Language Arts skills? _____

29. emphasizes the ability to understand instructions? _____

30. contains hazardous working conditions? _____

SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

31. offers paid sick leave and paid vacations? _____

32. offers steady earnings, regardless of whether you are productive or unproductive? _____

33. protects you from exposure to public criticism? _____

34. does not involve working in dangerous situations? _____

35. is located in luxurious surroundings (carpeted floors and paneled walls)? _____

36. requires making business contact with people? _____

37. calls for repeating tasks in sequence? _____

38. requires good mathematics skills? _____

39. requires you to reason from facts and act on your reasoning? _____

40. requires working indoors at all times? _____

SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

41. requires you to be responsible for hiring and firing others? _____

42. makes you responsible for a specific set of duties? _____

43. frequently thrusts you into the spotlight? _____

44. allows you to gain the admiration of others (more so than money or power)? _____

45. involves you in different kinds of tasks from day to day or even from hour to hour? _____

46. permits you to organize your work in your own way? _____

47. lets you clearly know what you must do in order to be promoted? _____

48. allows you to see your accomplishments and the outcome of your labors? _____

49. allows you to develop new ideas and come up with suggestions to solve problems? _____

50. enables you to think abstractly or theoretically? _____

SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

51. provides you with free medical and dental insurance? _____

52. is relatively free from layoffs and/or strikes? _____

53. has few physical dangers connected with it? _____

54. does not involve doing dangerous tasks? _____

55. is located in very quiet surroundings? _____

56. has adequate toilets and other such facilities? _____

57. involves giving directions to others? _____

58. does not involve deadlines, production quotas, and other such pressures? _____

59. requires you to work as a member of a team? _____

60. requires you to be concerned with the thoughts and feelings of others? _____

SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

61. offers a complaint system that is fair and carries no punishments? _____

62. places a great emphasis on company and employee truthfulness? _____

63. makes it possible for you to make/write/do artistic things? _____

64. allows you to live your deepest beliefs and convictions on the job? _____

65. requires you to teach, confer with, or sell something to other people? _____

66. involves routine, repeated tasks? _____

67. involves working only under specific instructions? _____

68. requires a knowledge of Science? _____

69. requires a good vocabulary? _____

70. requires working in very cold temperatures? _____

SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

71. requires working in dampness or high humidity? _____

72. contains a situation in which the employees get along with each other? _____

73. requires you to report promptly at the same time every day? _____

74. requires you to wear a uniform? _____

75. requires working where it is very noisy? _____

76. involves working with animals? _____

77. involves directing or controlling others? _____

78. requires a knowledge of Social Sciences? _____

79. requires you to present words and ideas clearly? _____

80. requires working outdoors all year? _____

SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

81. requires you to direct activities that are very important to the overall success of the business? _____

82. requires you to decide what to do yourself rather than following specific instructions for every detail of your work? _____

83. requires you to be evaluated by your co-workers? _____

84. gives you important friends and a high position in the community? _____

85. involves out-of-town travel for business reasons? _____

86. lets you work steadily or in spurts, as long as you complete your work? _____

87. enables you to take further training or to develop new skills? _____

88. allows you to produce a complete product--from initial planning to final production? _____

89. lets you express yourself and demonstrate originality? _____

90. requires you to solve difficult problems? _____

SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

91. offers protection for the rights of the worker through unions or company policy? _____

92. has a built-in "code of ethics?" _____

93. takes great care to make the general atmosphere of the workplace pleasing and appealing? _____

94. encourages you to pursue job enrichment programs, hobbies, and personal development programs? _____

95. involves working with tools, machines, or objects? _____

96. involves helping people? _____

97. involves persuading others? _____

98. is defined well enough that you know what is expected of you when you are assigned tasks? _____

99. involves performing arithmetic operations quickly and accurately? _____

100. requires working in very high temperatures? _____

SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

101. provides you with cost-of-living salary increases? _____

102. offers regular raises based on time you have worked for the company? _____

103. allows you to become a part of a community? _____

104. would rarely require you to move? _____

105. is mostly located outdoors? _____

106. is performed in well-lighted surroundings? _____

107. involves teaching others? _____

108. takes place in a warm and friendly atmosphere? _____

109. makes it necessary for you to meet with clients (or customers, buyers, sales people, etc.) regularly? _____

110. requires you to express openly your concern for others' problems? _____

SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

111. means working in air containing dust and fumes? _____

112. puts you with people apparently just "doing a job" without much enthusiasm? _____

113. requires you to have lunch at a specific time and for a set amount of time? _____

114. allows you to wear your hair at any length and style you want? _____

115. involves working in a very quiet atmosphere? _____

116. brings recognition or appreciation from others? _____

117. requires planning your own work? _____

118. requires a knowledge of foreign languages? _____

119. requires you to recognize detail in objects? _____

120. allows you to work either indoors or outdoors at times? _____

SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

121. has employees who like working where they work? _____

122. has employees who seem happy with the kind of work they do? _____

123. puts you with people who take pride in their work? _____

124. puts you under supervisors who are friendly and helpful to the workers? _____

125. puts you with people who help each other on the job? _____

126. requires communication of ideas? _____

127. requires you to work alone? _____

128. makes use of Physical Education ability? _____

129. requires physical coordination of hands and eyes? _____

130. requires working under extreme changes in temperatures? _____

SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

131. allows you to work in cool and clean air? _____

132. has co-workers who rarely complain? _____

133. allows you to take "breaks" when you want to, rather than when someone else says to? _____

134. requires "dressing up" each day? _____

135. calls for being in a moderately noisy situation? _____

136. involves scientific or technical activities? _____

137. involves influencing other people's ideas? _____

138. makes use of skills in Arts or Crafts? _____

139. requires you to move your fingers rapidly and work with small objects? _____

140. has no potential hazards in the work environment? _____

SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

141. requires you to make decisions that influence many people? _____

142. requires you to maintain a good reputation among your clients or customers? _____

143. allows you to receive special awards for work well done? _____

144. would impress your parents and friends? _____

145. involves visiting different offices or homes during the course of the day? _____

146. trusts you to do things when left on your own? _____

147. assures promotion based on <u>what</u>-you-know, not <u>who</u>-you-know? _____

148. allows you to accomplish things that not everyone can do? _____

149. allows you to use your imagination frequently? _____

150. enables you to attend national conferences and meetings, and read professional magazines and journals, to keep up with what's going on in your field of work? _____

SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

151. offers a good pension and retirement plan? _____

152. provides you with a guaranteed income to live on after retirement? _____

153. is relatively free of emotional stress and worry? _____

154. offers good job security? _____

155. is mostly located indoors? _____

156. is performed both inside and outdoors? _____

157. involves helping others? _____

158. has a supervisor who is considerate? _____

159. does not require you to work alone much of the time? _____

160. requires you to help other people solve their personal problems? _____

SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

161. assures no discrimination on the basis of age, race, or sex? _____

162. requires your trustworthiness to be tested by a security investigation? _____

163. involves making things that improve the appearance of the environment? _____

164. enables you to complete job-related tasks that you regard as important? _____

165. makes it seem that the company is always watching the employees? _____

166. requires use of creative imagination? _____

167. requires you to work under pressure? _____

168. makes use of skills in Business or Office subjects? _____

169. involves working hands easily and quickly in moving and turning motions? _____

170. does not appear to keep pressure on the workers? _____

SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

171. has employees who are willing to work overtime? _____

172. has employees who seem always busy? _____

173. allows you to take vacations when you want them, instead of when the employer says you can? _____

174. requires only men to do certain tasks and women other tasks? _____

175. creates the impression that it is in a pleasant place to work? _____

176. requires working with machines? _____

177. requires you to make personal judgments? _____

178. makes use of skills or knowledge in trade or industrial areas? _____

179. requires identification of colors or shades of color? _____

180. makes it possible for you to contribute to the social welfare of others? _____

SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

181. involves your helping others receive fair treatment? _____

182. insists that you give people you are involved with a "square deal?" _____

183. requires you to work with people who have highly developed artistic appreciation? _____

184. enables you to work with people who enrich your life in many ways? _____

185. has supervisors who seem to care about the workers? _____

186. brings satisfaction from producing tangible objects? _____

187. requires working within precise limits of accuracy? _____

188. has employees who place the company or organization above themselves? _____

189. has many co-workers of the opposite sex? _____

190. has an adequate place for lunch/snack/food storage? _____

SCALE: 1. ABSOLUTELY NECESSARY (I wouldn't want a job without it.)
2. DESIRABLE (I would want it very much.)
3. DON'T KNOW (Or don't care.)
4. UNDESIRABLE (I wouldn't want it.)
5. UNACCEPTABLE (I wouldn't take a job which had this.)

How important to you is a job or work situation which:

191. requires you to be well known in your professional field or community? _____

192. requires you to be accountable for your mistakes? _____

193. allows the results of your work to become known to your co-workers? _____

194. gives you a title such as Vice-President? _____

195. involves dealing with different kinds of people from day to day? _____

196. allows you to be your own boss? _____

197. guarantees promotions to higher level jobs or positions if you do your work well? _____

198. provides you the opportunity to meet your own goals? _____

199. allows you to think up new ways of doing things? _____

200. provides the opportunity to learn how and why things work? _____

EXERCISE II: JOB OR WORK SITUATION ASSESSMENT

In this exercise, you will apply the questions to the job or work situation which you now have, have had in the past, or know about. Again, you will answer the questions by placing a number on the line at the right of each, based on this scale:

1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not be present
   OR
   Is sometimes present
   OR
   I don't know if it is present or not.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job or work situation.

Answer each question as accurately as possible. The scale is repeated on each page of questions.

Your teacher or counselor will tell you when to do this exercise, and will give you additional instructions.

NOTE: Put your answers on the line; do not put anything in the little boxes at the end of the line yet; they will be used in Exercise III. Also, answer only the numbered questions; you will use the ones in the box at the bottom of the page later.

SCALE: 1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

1. allows you to earn a commission or a bonus in addition to a basic salary? ☐
2. assures you a job even if times get bad? ☐
3. promises you fair treatment and planned promotions? ☐
4. involves little competition from other employees for salary raises and job advancement? ☐
5. is located in very clean surroundings? ☐
6. is performed in air-conditioned and/or heated surroundings? ☐
7. involves entertaining others? ☐
8. is performed with relatively little pressure or few hassles? ☐
9. requires you to mingle socially with co-workers sometimes (after working hours)? ☐
10. makes it possible for you to contribute to the economic welfare of others or do things for others? ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE: 1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

11. requires you to supervise the activities of others? ____ ☐

12. requires you to set and meet specific deadlines for your own work? ____ ☐

13. allows you to label your products or to claim authorship for your work? ____ ☐

14. is considered to be a "very important job" by most people? ____ ☐

15. involves your reporting to different supervisors? ____ ☐

16. lets you come and go as you please, as long as you finish your work? ____ ☐

17. fills "higher" positions with the employees from inside the organization or business? ____ ☐

18. gives you the feeling of a job well done? ____ ☐

19. allows you to invent or make original items or new products? ____ ☐

20. challenges you to use all of your intellectual skills? ____ ☐

How many boxes have an [X] in them? ____

How many boxes have an [O] in them? ____

How many boxes have a [1], [2], [3], or [4] in them? ____

Add up the numbers in the boxes which have numbers. Put the total here ____

SCALE:
1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

21. treats employees fairly and equally rewards or punishes on the basis of work done, not on the basis of the employee's personality? _____ ☐

22. puts a premium on working directly, openly, and honestly with co-workers, managers, and the public? _____ ☐

23. requires an appreciation for order, design, and harmony? _____ ☐

24. allows you to develop your personality and talents fully through the kind of work you do? _____ ☐

25. requires you to put together or keep track of information? _____ ☐

26. primarily requires physical ability in working with things or objects? _____ ☐

27. involves frequent changes in duties or tasks? _____ ☐

28. requires good use of Language Arts skills? _____ ☐

29. emphasizes the ability to understand instructions? _____ ☐

30. contains hazardous working conditions? _____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE:
1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

31. offers paid sick leave and paid vacation? ____ ☐

32. offers steady earnings, regardless of whether you are productive or unproductive? ____ ☐

33. protects you from exposure to public criticism? ____ ☐

34. does not involve working in dangerous situations? ____ ☐

35. is located in luxurious surroundings (carpeted floors and paneled walls)? ____ ☐

36. requires making business contact with people? ____ ☐

37. calls for repeating tasks in sequence? ____ ☐

38. requires good mathematics skills? ____ ☐

39. requires you to reason from facts and act on your reasoning? ____ ☐

40. requires working indoors at all times? ____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE:
1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

41. requires you to be responsible for hiring and firing others? ____ ☐

42. makes you responsible for a specific set of duties? ____ ☐

43. frequently thrusts you into the spotlight? ____ ☐

44. allows you to gain the admiration of others (more so than money or power)? ____ ☐

45. involves you in different kinds of tasks from day to day or even from hour to hour? ____ ☐

46. permits you to organize your work in your own way? ____ ☐

47. lets you clearly know what you must do in order to be promoted? ____ ☐

48. allows you to see your accomplishments and the outcome of your labors? ____ ☐

49. allows you to develop new ideas and come up with suggestions to solve problems? ____ ☐

50. enables you to think abstractly or theoretically? ____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE:
1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

51. provides you with free medical and dental insurance? ____ ☐

52. is relatively free from layoffs and/or strikes? ____ ☐

53. has few physical dangers connected with it? ____ ☐

54. does not involve doing dangerous tasks? ____ ☐

55. is located in very quiet surroundings? ____ ☐

56. has adequate toilets and other such facilities? ____ ☐

57. involves giving directions to others? ____ ☐

58. does not involve deadlines, production quotas, and other such pressures? ____ ☐

59. requires you to work as a member of a team? ____ ☐

60. requires you to be concerned with the thoughts and feelings of others? ____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE: 1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

61. offers a complaint system that is fair and carries no punishments? _____ ☐

62. places a great emphasis on company and employee truthfulness? _____ ☐

63. makes it possible for you to make/write/do artistic things? _____ ☐

64. allows you to live your deepest beliefs and convictions on the job? _____ ☐

65. requires you to teach, confer with, or sell something to other people? _____ ☐

66. involves routine, repeated tasks? _____ ☐

67. involves working only under specific instructions? _____ ☐

68. requires a knowledge of Science? _____ ☐

69. requires a good vocabulary? _____ ☐

70. requires working in very cold temperatures? _____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE: 1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

71. requires working in dampness or high humidity? ____ ☐

72. contains a situation in which the employees get along with each other? ____ ☐

73. requires you to report promptly at the same time every day? ____ ☐

74. requires you to wear a uniform? ____ ☐

75. requires working where it is very noisy? ____ ☐

76. involves working with animals? ____ ☐

77. involves directing or controlling others? ____ ☐

78. requires a knowledge of Social Sciences? ____ ☐

79. requires you to present words and ideas clearly? ____ ☐

80. requires working outdoors all year? ____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE:
1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

81. requires you to direct activities that are very important to the overall success of the business? ____ ☐

82. requires you to decide what to do yourself rather than following specific instructions for every detail of your work? ____ ☐

83. requires you to be evaluated by your co-workers? ____ ☐

84. gives you important friends and a high position in the community? ____ ☐

85. involves out-of-town travel for business reasons? ____ ☐

86. lets you work steadily or in spurts, as long as you complete your work? ____ ☐

87. enables you to take further training or to develop new skills? ____ ☐

88. allows you to produce a complete product--from initial planning to final production? ____ ☐

89. lets you express yourself and demonstrate originality? ____ ☐

90. requires you to solve difficult problems? ____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE:
1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

91. offers protection for the rights of the worker through unions or company policy? ____ ☐

92. has a built-in "code of ethics?" ____ ☐

93. takes great care to make the general atmosphere of the workplace pleasing and appealing? ____ ☐

94. encourages you to pursue job enrichment programs, hobbies, and personal development programs? ____ ☐

95. involves working with tools, machines, or objects? ____ ☐

96. involves helping people? ____ ☐

97. involves persuading others? ____ ☐

98. is defined well enough that you know what is expected of you when you are assigned tasks? ____ ☐

99. involves performing arithmetic operations quickly and accurately? ____ ☐

100. requires working in very high temperatures? ____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE: 1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

101. provides you with cost-of-living salary increases? ____ ☐

102. offers regular raises based on time you have worked for the company? ____ ☐

103. allows you to become a part of a community? ____ ☐

104. would rarely require you to move? ____ ☐

105. is mostly located outdoors? ____ ☐

106. is performed in well-lighted surroundings? ____ ☐

107. involves teaching others? ____ ☐

108. takes place in a warm and friendly atmosphere? ____ ☐

109. makes it necessary for you to meet with clients (or customers, buyers, sales people, etc.) regularly? ____ ☐

110. requires you to express openly your concern for others' problems? ____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE: 1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

111. means working in air containing dust and fumes? ____ ☐

112. puts you with people apparently just "doing a job" without much enthusiasm? ____ ☐

113. requires you to have lunch at a specific time and for a set amount of time? ____ ☐

114. allows you to wear your hair at any length and style you want? ____ ☐

115. involves working in a very quiet atmosphere? ____ ☐

116. brings recognition or appreciation from others? ____ ☐

117. requires planning your own work? ____ ☐

118. requires a knowledge of foreign languages? ____ ☐

119. requires you to recognize detail in objects? ____ ☐

120. allows you to work either indoors or outdoors at times? ____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE:
1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

121. has employees who like working where they work? ____ ☐

122. has employees who seem happy with the kind of work they do? ____ ☐

123. puts you with people who take pride in their work? ____ ☐

124. puts you under supervisors who are friendly and helpful to the workers? ____ ☐

125. puts you with people who help each other on the job? ____ ☐

126. requires communication of ideas? ____ ☐

127. requires you to work alone? ____ ☐

128. makes use of Physical Education ability? ____ ☐

129. requires physical coordination of hands and eyes? ____ ☐

130. requires working under extreme changes in temperatures? ____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here ____

SCALE:
1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

131. allows you to work in cool and clean air? ____ ☐

132. has co-workers who rarely complain? ____ ☐

133. allows you to take "breaks" when you want to, rather than when someone else says to? ____ ☐

134. requires "dressing up" each day? ____ ☐

135. calls for being in a moderately noisy situation? ____ ☐

136. involves scientific or technical activities? ____ ☐

137. involves influencing other people's ideas? ____ ☐

138. makes use of skills in Arts or Crafts? ____ ☐

139. requires you to move your fingers rapidly and work with small objects? ____ ☐

140. has no potential hazards in the work environment? ____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE: 1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

141. requires you to make decisions that influence many people? ____ ☐

142. requires you to maintain a good reputation among your clients or customers? ____ ☐

143. allows you to receive special awards for work well done? ____ ☐

144. would impress your parents or friends? ____ ☐

145. involves visiting different offices or homes during the course of the day? ____ ☐

146. trusts you to do things when left on your own? ____ ☐

147. assures promotion based on what-you-know, not on who-you-know? ____ ☐

148. allows you to accomplish things that not everyone can do? ____ ☐

149. allows you to use your imagination frequently? ____ ☐

150. enables you to attend national conferences and meetings, and read professional magazines and journals, to keep up with what's going on in your field of work? ____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE: 1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

151. offers a good pension and retirement plan? ____ ☐

152. provides you with a guaranteed income to live on after retirement? ____ ☐

153. is relatively free of emotional stress and worry? ____ ☐

154. offers good job security? ____ ☐

155. is mostly located indoors? ____ ☐

156. is performed both inside and outdoors? ____ ☐

157. involves helping others? ____ ☐

158. has a supervisor who is considerate? ____ ☐

159. does not require you to work alone much of the time? ____ ☐

160. requires you to help other people solve their personal problems? ____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE: 1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

161. assures no discrimination on the basis of age, race, or sex? ____ ☐

162. requires your trustworthiness to be tested by a security investigation? ____ ☐

163. involves making things that improve the appearance of the environment? ____ ☐

164. enables you to complete job-related tasks that you regard as important? ____ ☐

165. makes it seem that the company is always watching the employees? ____ ☐

166. requires use of creative imagination? ____ ☐

167. requires you to work under pressure? ____ ☐

168. makes use of skills in Business or Office subjects? ____ ☐

169. involves working hands easily and quickly in moving and turning motions? ____ ☐

170. does not appear to keep pressure on the workers? ____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE: 1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

171. has employees who are willing to work overtime? ____ ☐

172. has employees who seem always busy? ____ ☐

173. allows you to take vacations when you want them, instead of when the employer says you can? ____ ☐

174. requires only men to do certain tasks and women other tasks? ____ ☐

175. creates the impression that it is in a pleasant place to work? ____ ☐

176. requires working with machines? ____ ☐

177. requires you to make personal judgments? ____ ☐

178. makes use of skills or knowledge in trade or industrial areas? ____ ☐

179. requires identification of colors or shades of color? ____ ☐

180. makes it possible for you to contribute to the social welfare of others? ____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE: 1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

181. involves your helping others receive fair treatment? ____ ☐

182. insists that you give people you are involved with a "square deal?" ____ ☐

183. requires you to work with people who have highly developed artistic appreciation? ____ ☐

184. enables you to work with people who enrich your life in many ways? ____ ☐

185. has supervisors who seem to care about the workers? ____ ☐

186. brings satisfaction from producing tangible objects? ____ ☐

187. requires working within precise limits of accuracy? ____ ☐

188. has employees who place the company or organization above themselves? ____ ☐

189. has many co-workers of the opposite sex? ____ ☐

190. has an adequate place for lunch/snack/food storage? ____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE: 1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

191. requires you to be well known in your professional field or community? ____ ☐

192. requires you to be accountable for your mistakes? ____ ☐

193. allows the results of your work to become known to your co-workers? ____ ☐

194. gives you a title such as Vice-President? ____ ☐

195. involves dealing with different kinds of people from day to day? ____ ☐

196. allows you to be your own boss? ____ ☐

197. guarantees promotions to higher level jobs or positions if you do your work well? ____ ☐

198. provides you the opportunity to meet your own goals? ____ ☐

199. allows you to think up new ways of doing things? ____ ☐

200. provides the opportunity to learn how and why things work? ____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

EXERCISE III: MATCHING YOUR SELF ASSESSMENT TO YOUR JOB ASSESSMENT

In this exercise, you will match your answers from Exercises I and II and prepare a summary to discuss with your teacher or counselor. Do the following steps, in order:

1. For each of the 20 pages of questions in Exercise II, tear out the page and slide it under the corresponding page (same questions) in Exercise I. Line it up so that your two answers are next to each other, with the little box to the right of your two numbers. Do this with only one page at a time; clip or staple the sheets so that they do not slide around. Your teacher or counselor will help you with this, if necessary. Follow steps 2 through 5 below, one page at a time, repeating for each page.

2. Now look down your two rows of answers; on any line where either of your numbers is a "3," put a large [X] in the box on that line. (This question will not count in your summary.)

3. Now look at your two sets of answers, one question at a time. For any question where the numbers are the same, you have a "match"; put an "0" in each box where this occurs.

4. The rest of your questions should have two different numbers next to each other. Subtract the smaller from the larger on each line and put the difference in the box. (For example, if one number is a "5" and one is a "3," you would put a "2" in the box.) You should now have something in each box on the page (either an "X," an "0," or a number from 1 to 4).

5. Now pull the loose sheet (the one with the boxes on it) out, and answer the four questions at the bottom of the page.

6. Now repeat steps 2-5 for each of the other pages; when you finish, you should have 20 pages with the four questions on the bottom of each answered.

7. Arrange the pages in numerical order (questions 1-10 on the first page, questions 191-200 on the last page, etc.). Then turn to the summary sheet (the next page in this booklet, following this one you are now reading) and transfer your answers to the summary sheet. (Your teacher or counselor will help you with this, if necessary.)

8. When this is completed, see your counselor or teacher. They will tell you what to do next, and will help you to interpret your answers. (You probably by now have a pretty good idea of whether you really like the job you studied or not!)

NOTE: You will notice that the booklet contains another set of Exercise II questions. If you don't use it right away, you may want to keep it for future use. Also, you may want to check your Exercise I (self-assessment) answers later on, to see if your opinions have changed. It is a handy checklist which you might want to use for a long time.

EXERCISE III: SUMMARY SHEET

Page: Questions	1. Number of Boxes With [X]	2. Number of Boxes With [0]	3. Number of Boxes With [1] [2] [3] [4]	4. First Three Columns Should Total	5. Totals For Boxes With Numbers
1-10				10	
11-20				10	
21-30				10	
31-40				10	
41-50				10	
51-60				10	
61-70				10	
71-80				10	
81-90				10	
91-100				10	
101-110				10	
111-120				10	
121-130				10	
131-140				10	
141-150				10	
151-160				10	
161-170				10	
171-180				10	
181-190				10	
191-200				10	
TOTALS	_____ Number of "3" Answers (Not Counted)	_____ Number of Exact Matches	_____ Number of Discrepancy Items	200	_____ Total Discrepancy

Average Discrepancy: Column 5 total divided by sum of columns 2 and 3: _____

APPENDIX

Exercise II Repeated
Additional Summary Sheets

EXERCISE II: JOB OR WORK SITUATION ASSESSMENT

In this exercise, you will apply the questions to the job or work situation which you now have, have had in the past, or know about. Again, you will answer the questions by placing a number on the line at the right of each, based on this scale:

1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not be present
   OR
   Is sometimes present
   OR
   I don't know if it is present or not.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job or work situation.

Answer each question as accurately as possible. The scale is repeated on each page of questions.

Your teacher or counselor will tell you when to do this exercise, and will give you additional instructions.

NOTE: Put your answers on the line; do not put anything in the little boxes at the end of the line yet; they will be used in Exercise III. Also, answer only the numbered questions; you will use the ones in the box at the bottom of the page later.

SCALE: 1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

1. allows you to earn a commission or a bonus in addition to a basic salary? ☐
2. assures you a job even if times get bad? ☐
3. promises you fair treatment and planned promotions? ☐
4. involves little competition from other employees for salary raises and job advancement? ☐
5. is located in very clean surroundings? ☐
6. is performed in air-conditioned and/or heated surroundings? ☐
7. involves entertaining others? ☐
8. is performed with relatively little pressure or few hassles? ☐
9. requires you to mingle socially with co-workers sometimes (after working hours)? ☐
10. makes it possible for you to contribute to the economic welfare of others or do things for others? ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE:
1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

11. requires you to supervise the activities of others? ____ ☐

12. requires you to set and meet specific deadlines for your own work? ____ ☐

13. allows you to label your products or to claim authorship for your work? ____ ☐

14. is considered to be a "very important job" by most people? ____ ☐

15. involves your reporting to different supervisors? ____ ☐

16. lets you come and go as you please, as long as you finish your work? ____ ☐

17. fills "higher" positions with the employees from inside the organization or business? ____ ☐

18. gives you the feeling of a job well done? ____ ☐

19. allows you to invent or make original items or new products? ____ ☐

20. challenges you to use all of your intellectual skills? ____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE: 1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

21. treats employees fairly and equally rewards or punishes on the basis of work done, not on the basis of the employee's personality? ____ ☐

22. puts a premium on working directly, openly, and honestly with co-workers, managers, and the public? ____ ☐

23. requires an appreciation for order, design, and harmony? ____ ☐

24. allows you to develop your personality and talents fully through the kind of work you do? ____ ☐

25. requires you to put together or keep track of information? ____ ☐

26. primarily requires physical ability in working with things or objects? ____ ☐

27. involves frequent changes in duties or tasks? ____ ☐

28. requires good use of Language Arts skills? ____ ☐

29. emphasizes the ability to understand instructions? ____ ☐

30. contains hazardous working conditions? ____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE: 1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

31. offers paid sick leave and paid vacation? ____ ☐

32. offers steady earnings, regardless of whether you are productive or unproductive? ____ ☐

33. protects you from exposure to public criticism? ____ ☐

34. does not involve working in dangerous situations? ____ ☐

35. is located in luxurious surroundings (carpeted floors and paneled walls)? ____ ☐

36. requires making business contact with people? ____ ☐

37. calls for repeating tasks in sequence? ____ ☐

38. requires good mathematics skills? ____ ☐

39. requires you to reason from facts and act on your reasoning? ____ ☐

40. requires working indoors at all times? ____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE:
1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

41. requires you to be responsible for hiring and firing others? ☐

42. makes you responsible for a specific set of duties? ☐

43. frequently thrusts you into the spotlight? ☐

44. allows you to gain the admiration of others (more so than money or power)? ☐

45. involves you in different kinds of tasks from day to day or even from hour to hour? ☐

46. permits you to organize your work in your own way? ☐

47. lets you clearly know what you must do in order to be promoted? ☐

48. allows you to see your accomplishments and the outcome of your labors? ☐

49. allows you to develop new ideas and come up with suggestions to solve problems? ☐

50. enables you to think abstractly or theoretically? ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE: 1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

51. provides you with free medical and dental insurance? ____ ☐

52. is relatively free from layoffs and/or strikes? ____ ☐

53. has few physical dangers connected with it? ____ ☐

54. does not involve doing dangerous tasks? ____ ☐

55. is located in very quiet surroundings? ____ ☐

56. has adequate toilets and other such facilities? ____ ☐

57. involves giving directions to others? ____ ☐

58. does not involve deadlines, production quotas, and other such pressures? ____ ☐

59. requires you to work as a member of a team? ____ ☐

60. requires you to be concerned with the thoughts and feelings of others? ____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE: 1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

61. offers a complaint system that is fair and carries no punishments? _____ ☐

62. places a great emphasis on company and employee truthfulness? _____ ☐

63. makes it possible for you to make/write/do artistic things? _____ ☐

64. allows you to live your deepest beliefs and convictions on the job? _____ ☐

65. requires you to teach, confer with, or sell something to other people? _____ ☐

66. involves routine, repeated tasks? _____ ☐

67. involves working only under specific instructions? _____ ☐

68. requires a knowledge of Science? _____ ☐

69. requires a good vocabulary? _____ ☐

70. requires working in very cold temperatures? _____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE: 1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

71. requires working in dampness or high humidity? ____ ☐

72. contains a situation in which the employees get along with each other? ____ ☐

73. requires you to report promptly at the same time every day? ____ ☐

74. requires you to wear a uniform? ____ ☐

75. requires working where it is very noisy? ____ ☐

76. involves working with animals? ____ ☐

77. involves directing or controlling others? ____ ☐

78. requires a knowledge of Social Sciences? ____ ☐

79. requires you to present words and ideas clearly? ____ ☐

80. requires working outdoors all year? ____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE: 1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

81. requires you to direct activities that are very important to the overall success of the business? ____ ☐

82. requires you to decide what to do yourself rather than following specific instructions for every detail of your work? ____ ☐

83. requires you to be evaluated by your co-workers? ____ ☐

84. gives you important friends and a high position in the community? ____ ☐

85. involves out-of-town travel for business reasons? ____ ☐

86. lets you work steadily or in spurts, as long as you complete your work? ____ ☐

87. enables you to take further training or to develop new skills? ____ ☐

88. allows you to produce a complete product--from initial planning to final production? ____ ☐

89. lets you express yourself and demonstrate originality? ____ ☐

90. requires you to solve difficult problems? ____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

65

SCALE: 1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

91. offers protection for the rights of the worker through unions or company policy? _____ ☐

92. has a built-in "code of ethics?" _____ ☐

93. takes great care to make the general atmosphere of the workplace pleasing and appealing? _____ ☐

94. encourages you to pursue job enrichment programs, hobbies, and personal development programs? _____ ☐

95. involves working with tools, machines, or objects? _____ ☐

96. involves helping people? _____ ☐

97. involves persuading others? _____ ☐

98. is defined well enough that you know what is expected of you when you are assigned tasks? _____ ☐

99. involves performing arithmetic operations quickly and accurately? _____ ☐

100. requires working in very high temperatures? _____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

66

SCALE:
1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

101. provides you with cost-of-living salary increases? ____ ☐

102. offers regular raises based on time you have worked for the company? ____ ☐

103. allows you to become a part of a community? ____ ☐

104. would rarely require you to move? ____ ☐

105. is mostly located outdoors? ____ ☐

106. is performed in well-lighted surroundings? ____ ☐

107. involves teaching others? ____ ☐

108. takes place in a warm and friendly atmosphere? ____ ☐

109. makes it necessary for you to meet with clients (or customers, buyers, sales people, etc.) regularly? ____ ☐

110. requires you to express openly your concern for others' problems? ____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE: 1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

111. means working in air containing dust and fumes? ____ ☐

112. puts you with people apparently just "doing a job" without much enthusiasm? ____ ☐

113. requires you to have lunch at a specific time and for a set amount of time? ____ ☐

114. allows you to wear your hair at any length and style you want? ____ ☐

115. involves working in a very quiet atmosphere? ____ ☐

116. brings recognition or appreciation from others? ____ ☐

117. requires planning your own work? ____ ☐

118. requires a knowledge of foreign languages? ____ ☐

119. requires you to recognize detail in objects? ____ ☐

120. allows you to work either indoors or outdoors at times? ____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE: 1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

121. has employees who like working where they work? ____ ☐

122. has employees who seem happy with the kind of work they do? ____ ☐

123. puts you with people who take pride in their work? ____ ☐

124. puts you under supervisors who are friendly and helpful to the workers? ____ ☐

125. puts you with people who help each other on the job? ____ ☐

126. requires communication of ideas? ____ ☐

127. requires you to work alone? ____ ☐

128. makes use of Physical Education ability? ____ ☐

129. requires physical coordination of hands and eyes? ____ ☐

130. requires working under extreme changes in temperatures? ____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [0] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE: 1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

131. allows you to work in cool and clean air? _____ ☐

132. has co-workers who rarely complain? _____ ☐

133. allows you to take "breaks" when you want to, rather than when someone else says to? _____ ☐

134. requires "dressing up" each day? _____ ☐

135. calls for being in a moderately noisy situation? _____ ☐

136. involves scientific or technical activities? _____ ☐

137. involves influencing other people's ideas? _____ ☐

138. makes use of skills in Arts or Crafts? _____ ☐

139. requires you to move your fingers rapidly and work with small objects? _____ ☐

140. has no potential hazards in the work environment? _____ ☐

How many boxes have an [X] in them? _____

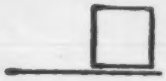
How many boxes have an [O] in them? _____

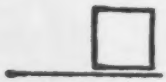
How many boxes have a [1], [2], [3], or [4] in them? _____

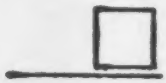
Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE: 1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

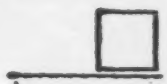
This is a job or work situation which:

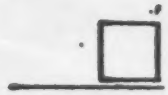
141. requires you to make decisions that influence many people? 

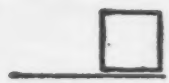
142. requires you to maintain a good reputation among your clients or customers? 

143. allows you to receive special awards for work well done? 

144. would impress your parents or friends?

145. involves visiting different offices or homes during the course of the day? 

146. trusts you to do things when left on your own? 

147. assures promotion based on what-you-know, not on who-you-know? 

148. allows you to accomplish things that not everyone can do?

149. allows you to use your imagination frequently?

150. enables you to attend national conferences and meetings, and read professional magazines and journals, to keep up with what's going on in your field of work?

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

How many boxes have a [1], [2], [3], or [4] in them? _____

Add up the numbers in the boxes which have numbers. Put the total here _____

SCALE: 1. This always is present in this job or work situation.
2. This is usually (but not always) present.
3. This may or may not exist, sometimes exists, or I don't know.
4. This rarely or seldom exists in this job or work situation.
5. This never is true of this job.

This is a job or work situation which:

151. offers a good pension and retirement plan? ____ ☐

152. provides you with a guaranteed income to live on after retirement? ____ ☐

153. is relatively free of emotional stress and worry? ____ ☐

154. offers good job security? ____ ☐

155. is mostly located indoors? ____ ☐

156. is performed both inside and outdoors? ____ ☐

157. involves helping others? ____ ☐

158. has a supervisor who is considerate? ____ ☐

159. does not require you to work alone much of the time? ____ ☐

160. requires you to help other people solve their personal problems? ____ ☐

How many boxes have an [X] in them? _____

How many boxes have an [O] in them? _____

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This is a job or work situation which:

161. assures no discrimination on the basis of age, race, or sex? ☐

162. requires your trustworthiness to be tested by a security investigation? ☐

163. involves making things that improve the appearance of the environment? ☐

164. enables you to complete job-related tasks that you regard as important? ☐

165. makes it seem that the company is always watching the employees? ☐

166. requires use of creative imagination? ☐

167. requires you to work under pressure? ☐

168. makes use of skills in Business or Office subjects? ☐

169. involves working hands easily and quickly in moving and turning motions? ☐

170. does not appear to keep pressure on the workers? ☐

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This is a job or work situation which:

171. has employees who are willing to work overtime? ____ ☐

172. has employees who seem always busy? ____ ☐

173. allows you to take vacations when you want them, instead of when the employer says you can? ____ ☐

174. requires only men to do certain tasks and women other tasks? ____ ☐

175. creates the impression that it is in a pleasant place to work? ____ ☐

176. requires working with machines? ____ ☐

177. requires you to make personal judgments? ____ ☐

178. makes use of skills or knowledge in trade or industrial areas? ____ ☐

179. requires identification of colors or shades of color? ____ ☐

180. makes it possible for you to contribute to the social welfare of others? ____ ☐

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5. This never is true of this job.

This is a job or work situation which:

181. involves your helping others receive fair treatment? ____ ☐

182. insists that you give people you are involved with a "square deal?" ____ ☐

183. requires you to work with people who have highly developed artistic appreciation? ____ ☐

184. enables you to work with people who enrich your life in many ways? ____ ☐

185. has supervisors who seem to care about the workers? ____ ☐

186. brings satisfaction from producing tangible objects? ____ ☐

187. requires working within precise limits of accuracy? ____ ☐

188. has employees who place the company or organization above themselves? ____ ☐

189. has many co-workers of the opposite sex? ____ ☐

190. has an adequate place for lunch/snack/food storage? ____ ☐

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5. This never is true of this job.

This is a job or work situation which:

191. requires you to be well known in your professional field or community? ____ ☐

192. requires you to be accountable for your mistakes? ____ ☐

193. allows the results of your work to become known to your co-workers? ____ ☐

194. gives you a title such as Vice-President? ____ ☐

195. involves dealing with different kinds of people from day to day? ____ ☐

196. allows you to be your own boss? ____ ☐

197. guarantees promotions to higher level jobs or positions if you do your work well? ____ ☐

198. provides you the opportunity to meet your own goals? ____ ☐

199. allows you to think up new ways of doing things? ____ ☐

200. provides the opportunity to learn how and why things work? ____ ☐

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EXERCISE III: SUMMARY SHEET

Page: Questions	1. Number of Boxes With [X]	2. Number of Boxes With [0]	3. Number of Boxes With [1] [2] [3] [4]	4. First Three Columns Should Total	5. Totals For Boxes With Numbers
1-10				10	
11-20				10	
21-30				10	
31-40				10	
41-50				10	
51-60				10	
61-70				10	
71-80				10	
81-90				10	
91-100				10	
101-110				10	
111-120				10	
121-130				10	
131-140				10	
141-150				10	
151-160				10	
161-170				10	
171-180				10	
181-190				10	
191-200				10	
TOTALS	_____ Number of "3" Answers (Not Counted)	_____ Number of Exact Matches	_____ Number of Discrepancy Items	200	_____ Total Discrepancy

Average Discrepancy: Column 5 total divided by sum of columns 2 and 3: _____

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111-120				10	
121-130				10	
131-140				10	
141-150				10	
151-160				10	
161-170				10	
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